

DIRECTOR'S OFFICE

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
HONOLULU, HAWAII

Aug 27 1 19 PM '74  
DEPT. OF  
TRANSPORTATION

MEMORANDUM - 1974-24

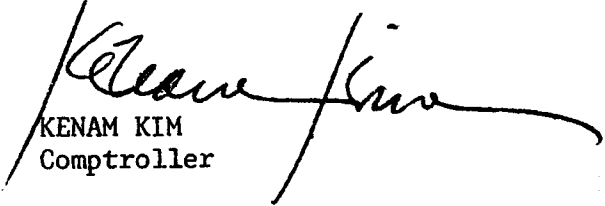
TO: Heads of Departments and Agencies  
Attn: Fiscal Officers

FROM: KeNam Kim, Comptroller

SUBJECT: Bargaining Unit Coding on Personal Automobile  
Mileage Voucher (AGS Form 33)

This memorandum is to request that, effective immediately, the bargaining unit code be shown on Personal Automobile Mileage Vouchers submitted to the Pre-Audit Branch for audit, for those employees included in bargaining units. The code should be entered below the space provided for "Title", which appears at the lower right corner of the form.

Adherence to the above request will assist in expediting the audit of the vouchers, in view of the varying provisions of the contract agreements.

  
KENAM KIM  
Comptroller